

## **INSTALLING THE CREDITOR MATRIX PROGRAM DISTRIBUTION DISKETTE AND OPERATING THE CREDITOR MATRIX PROGRAM**

### **A. Instructions for installation of the “Creditor /Matrix” program distribution diskette.**

1. Place the diskette into the **a** or **b** drive.
2. Exit out of any applications you might be in and exit to the DOS prompt.  
If you are in windows, select the MSDOS prompt. (Command prompt).
3. Change the directory on your hard drive to the root directory by typing **cd\** and pressing the <ENTER> key. (This will move you to the c:\> prompt).
4. Type: **md creditor** and press the <ENTER> key.
5. Type: **cd \creditor** and press the <ENTER> key.
6. Type: **copy a:\\*.\* c:\creditor** and press the <ENTER> key.

### **B. How to operate the Creditor Matrix Program:**

1. If you are in Windows, select the MSDOS prompt (Command Prompt)
2. At any other prompt than c:\>, type: **cd\** and press the <ENTER> key. (This should move you to the c:\> prompt.
3. Type: **cd \creditor** and press the <ENTER> key.
4. After you instal the distribution diskette, you will be prompted to run a “one time” set up of the colors. The recommended color settings are as follows: P, E, P, B, A, H, A, D, P, & A. (You have an opportunity anytime that you are in the program entering creditors to change the colors with the **Util** option).
5. To begin entering creditor information, type: **creditor** and press the <ENTER> key.
  - a. Answer “N” to the prompt; OLD CREDITOR DATA EXISTS. ERASE Y/N” to prevent the deletion of creditor information that you have previously entered for other cases. (This prompt will not appear the first time after you install the Creditor Matrix Program).
6. Type: *Debtor’s initials* and the last four digits of the Debtor’s Social Security Number or Tax Id and press <ENTER> key.
7. Type: **a** to add a new creditor and press the <ENTER> key.
8. Type: (the creditor’s first name, middle name/initial, and last name or company name) and press the <ENTER> key.
9. Type: creditor’s address (or) additional names and press the <ENTER> key.
10. Type: additional address information and press the <ENTER> key.
11. Type: **City** and press the <ENTER> key.
12. Type: State abbreviation and press the <ENTER> key. (This field defaults to upper case letters).
13. Type: Postal Zip Code and press the <ENTER> key. (The four digit extension of the zip code is optional).
14. Type: **y** to save the name/address information for the creditor that you just entered on the current screen, or type: **n** to delete the creditor information on the current screen.
15. When you have finished entering all of the creditors for the case that you are currently working on, press the <Esc> key.

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- C. Available options displayed at the bottom of the input screen. Press the Highlighted letter to execute any option.
1. Next - Type **n** to move to the next creditor.
  2. Prev - Type **p** to move to the previous creditor.
  3. Brow -Type **b** to browse (display) one or more creditors at a time.
  4. Loc - Type: **l** to locate a particular creditor that you have previously entered.
  5. Edit - Type: **e** to edit a previously entered creditor.
  6. Del - Type: **d** to delete a previously entered creditor.
  7. Create
    - a. Take out the distribution diskette from the a or b diskette drive.
    - b. Place a blank, formatted diskette into the a or b diskette drive on your computer.
    - c. Type: **c** to create the diskette, which will include all of the creditors that you have entered for a particular case.
    - d. Type: **a** or **b** (to indicate in which drive that you have placed the removable diskette).
  8. PrintFile - Type: **r** to print a listing of all creditor information that you have entered for the last entered case. (This program is only set up to print to Hewlett Packard printers).
  9. Util - Type: **u** to change the colors on the screen.
  10. Quit - Type: **q** to exit the program.